

REPORTS INVENTORY				CONTROL NO. <i>DDs/oc-006</i>	
PREPARE IN DUPLICATE					
1. TITLE OF REPORT (if a fill-in report include Form No.) Foreign TDY Forecast				2. TYPE OF REPORT <input checked="" type="checkbox"/> STATISTICAL <input type="checkbox"/> NARRATIVE <input type="checkbox"/> MACHINE-NAME LISTING	
3. FUNCTIONAL AREA		<input checked="" type="checkbox"/> PERSONNEL <input type="checkbox"/> LOGISTICS <input type="checkbox"/> MEDICAL		<input type="checkbox"/> TRAINING <input type="checkbox"/> SECURITY <input type="checkbox"/> FINANCE <input type="checkbox"/> ADMIN. GENERAL <input type="checkbox"/> OTHER (specify) <input type="checkbox"/> COMMUNICATIONS	
4. NO. OF COPIES PREPARED 3		5. FREQUENCY (weekly, monthly, quarterly, etc.) Annually		6. DISTRIBUTION (No. of components not number of copies) 1	
7. FORMAT (memorandum, form computer print-out, etc) Form		8. ADP PROCESSING <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO IF YES GIVE ADP PROCESSING NO.		9. DIRECTIVE AUTHORITY REQUIRING REPORT Unknown	
10. PREPARING COMPONENT (include lowest level contributing information to report) OC-CCD/CCL/C OB		11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.) None			

12. COST FACTORS									
A. MANUAL PREPARATION AND REVIEW COSTS									
GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
6, Step 4	\$ 3.86		1		\$ 4.00		1		\$ 4.00
7, Step 4	4.28		2		9.00		1		9.00
14, Step 2	9.76		2		19.00		1		19.00
15, Step 5	12.47		2		25.00		1		25.00
16, Step 4	14.46		2		29.00		1		29.00
TOTALS									\$86.00
B. COSTS OF COMPUTER PRODUCED REPORTS									
TOTAL COSTS PER YEAR									

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

at request of OC-A. Used to budget travel expenditures for each Fiscal Year.

14. FUTURE GOALS		
GOAL PROPOSED BY COMPONENT FOR THIS REPORT		ESTIMATED SAVINGS
<input checked="" type="checkbox"/> RETAIN AS IS	<input type="checkbox"/> OTHER (explain)	MAN-HOURS
<input type="checkbox"/> CHANGE		DOLLARS
<input type="checkbox"/> DISCONTINUE		

15. DATE OF INVENTORY STAT 7 Oct. 70	17. NAME AND TITLE OF PERSON FURNISHING INFORMATION Approved For Release 2006/11/13 : CIA-RDP75-00399R000100090031-4	18. EXTENSION <div style="border: 1px solid black; width: 50px; height: 20px;"></div>
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